



A DIGITAL WORK PLACE SOLUTION

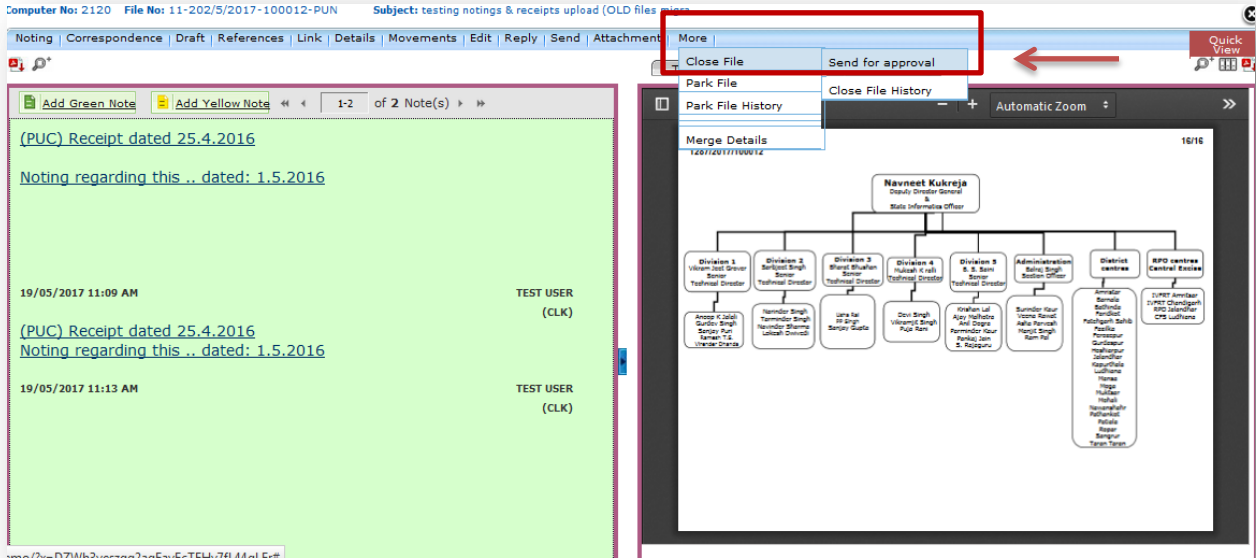
File Closing - eFile



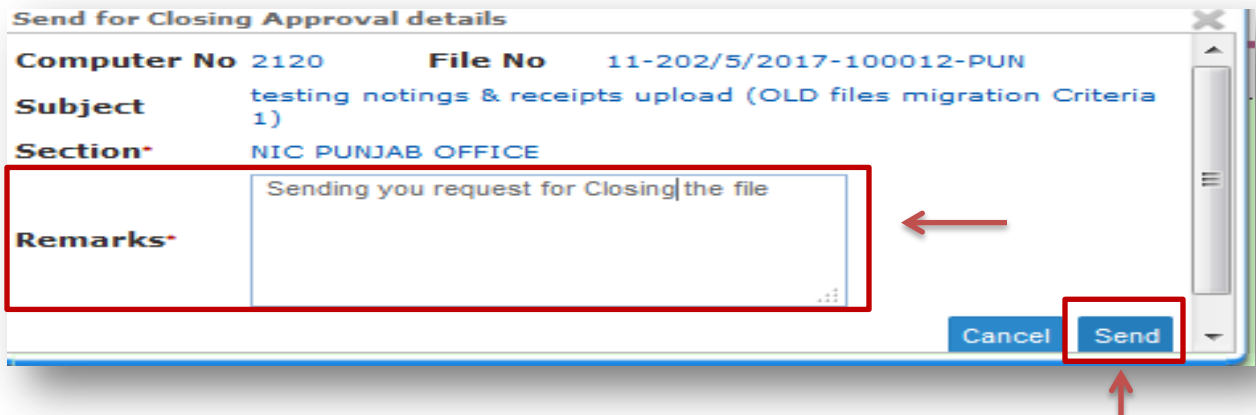
Prepared by
National Informatics Centre

FILE CLOSING

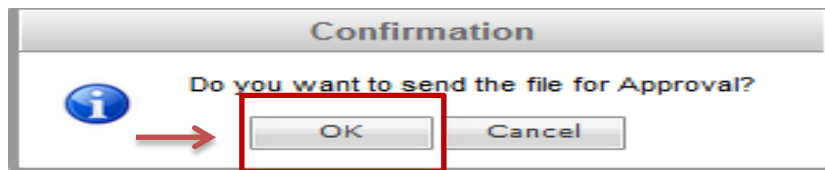
A) User sends the file closing request to officers as shown below: open the File from inbox you want to close and Goto **More->Close File->Send for approval**



After clicking on **send for approval** below dialog box will open up. In this box user has to fill **remarks** for closing a particular file and then click **SEND** button.



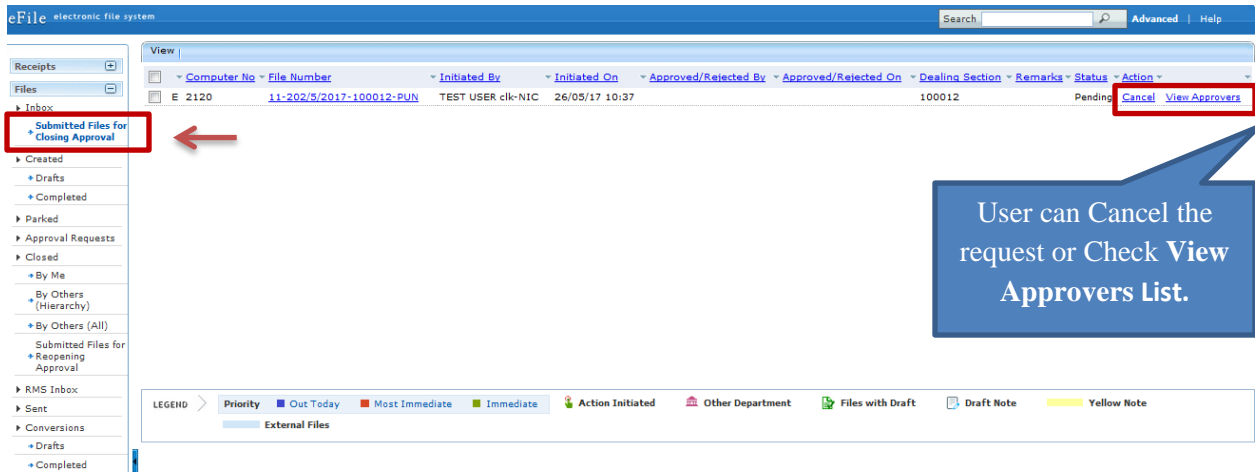
After clicking Send button, below alert box will open up. User can select **OK**



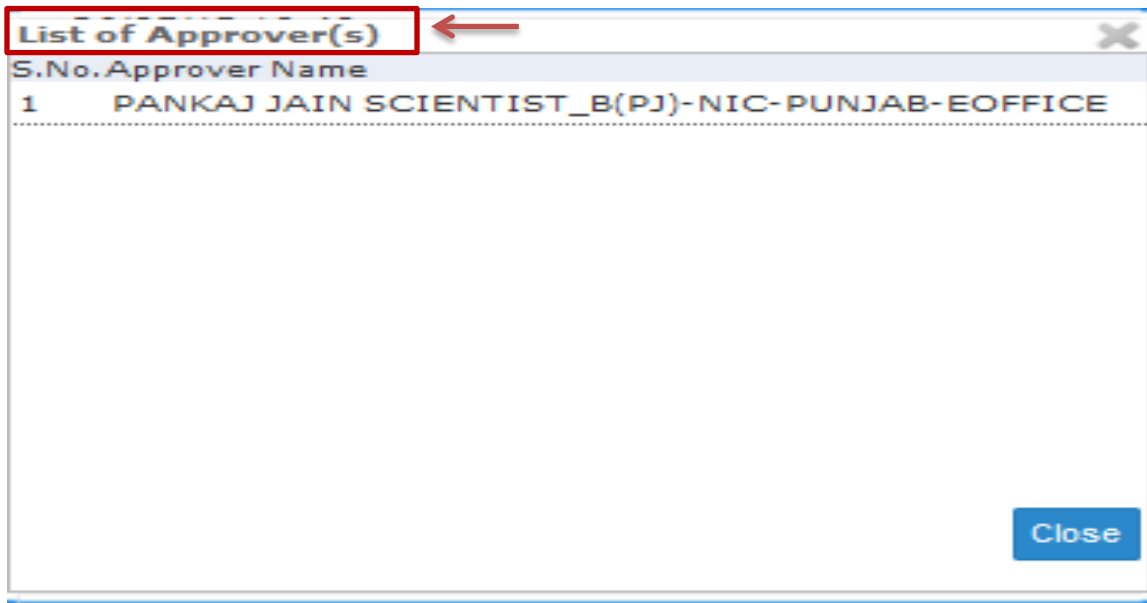
Now User can check the file closing requests in “**Submitting Files for Approval**”. In this section, there are **2 Action links** are available to user.

I. View Approvers

II. Cancel

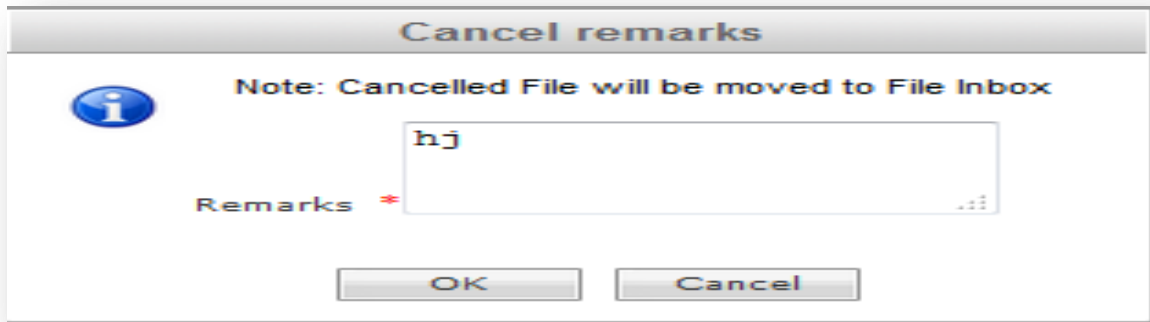


I. If we click on **Approvers** on the top right corner of record. We will see approvers who can approve our closing file request.

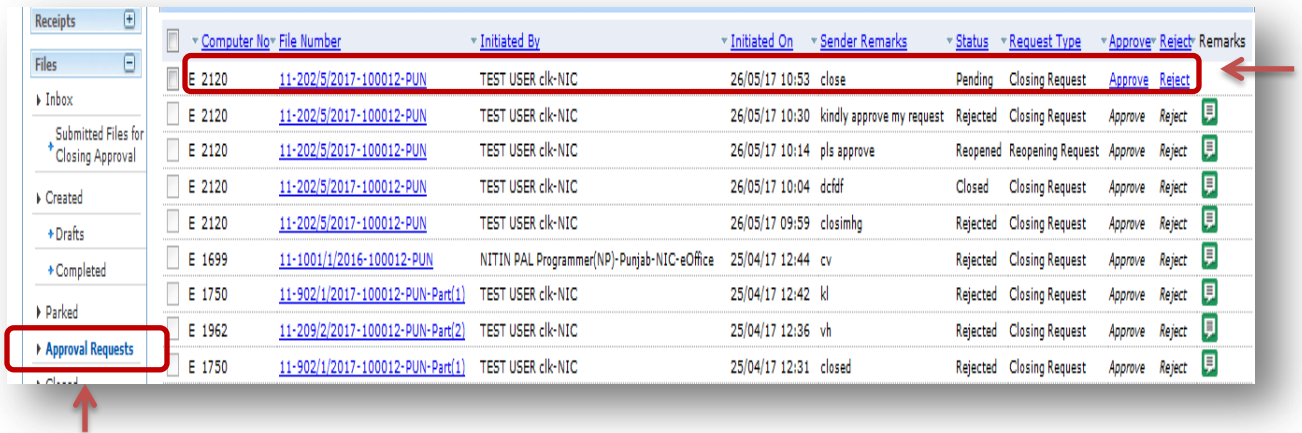


NOTE: This list show only those users to whom role has been given through **admin** as “**ROLE_Approver**”

II. If we click on **Cancel** Cancel that means we do not want to close the file. Put remarks anything like no need to close , it will come to users **inbox** again as shown below:

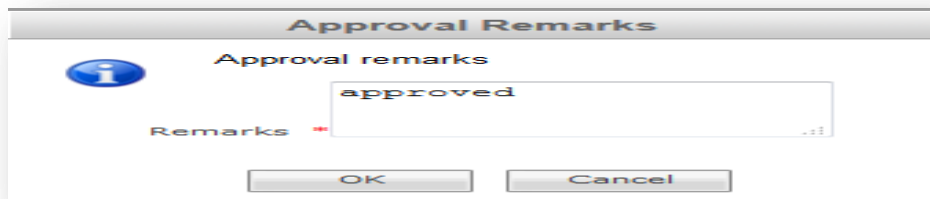


B) When user send the file closing request to officer, this request will be shown into **officer's account** in “**Approval Requests**” section as shown below:



Officer can either **Approve** or **Reject** the request [Approve](#) [Reject](#) option available at the top right corner of the file record.

- When officer click on reject option [Reject](#), alert box will open up and fill remarks, that means request for file closing has been rejected.
- When officer click on approve option [Approve](#), alert box will open up and fill remarks then status will change i.e. **Approved** that means request for file closing has been approved as shown below in the following screen shots.



Now, status will be shown as **Approved** in **“Approval Requests”** in the officer’s account.

Officer’s Account

E 2326	11-10011/2/2017-100012-PUN	TEST USER clk-NIC	06/06/17 10:45	kindly approve	Approved	Closing Request	Approve	Reject	
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In the same time, status also can be seen as **Approved** who sent this request for closing the file :

User Account who sent the request

E 2326	11-10011/2/2017-100012-PUN	TEST USER clk-NIC	06/06/17 10:45	PANKAJ JAIN SCIENTIST_B(PJ)-NIC-PUNJAB-EOFFICE	06/06/17 10:47	100012	approved	Approved	Close	View Approvers
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C) Now, User can close the file as his request for closing the file has been approved by officer by

GOTO-> **Submitting Files for Closing Approval** -> Select File->**Close**

Step 2: Select File by clicking checkbox

Computer No	File Number	Initiated By	Initiated On	Approved/Rejected By	Approved/Rejected On	Dealing Section	Remarks	Status	Action
<input checked="" type="checkbox"/>	E 2326 11-10011/2/2017-100012-PUN	TEST USER clk-NIC	06/06/17 10:45	PANKAJ JAIN SCIENTIST_B(PJ)-NIC-PUNJAB-EOFFICE	06/06/17 10:47	100012	approved	Approved	Close View Approvers
<input type="checkbox"/>	E 2120 11-202/5/2017-100012-PUN	TEST USER clk-NIC	26/05/17 10:53			100012		Pending	Cancel View Approvers

Submitted Files for Closing Approval

Step 1: Click on Submitting Files for Closing Approval

Step 3: Click Close

Step 4: Put Closing remarks and click OK

Closing remarks

Closing remarks

Remarks

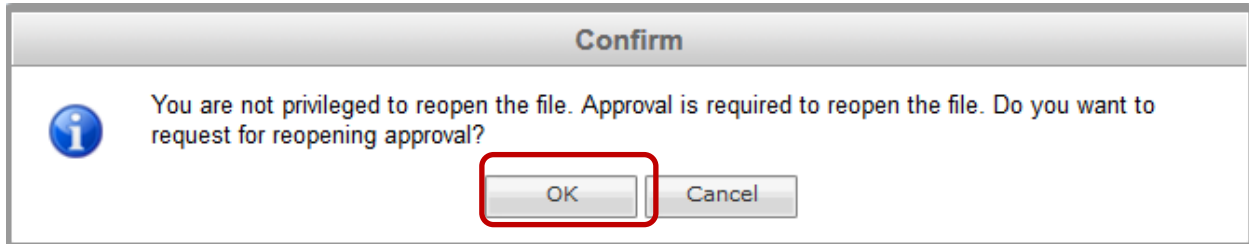
Now File has been closed by user and it will be shown in **CLOSED-> By Me**

User can re-open the file as per required by clicking [re-open](#) link.

	Computer No	File Number	Subject	Closed on	Closing Remarks	
<ul style="list-style-type: none"> ▶ Parked ▶ Approval Requests (1) ▶ Closed ▶ By Me 	2326	E 11-10011/2/2017-100012-PUN	dx	06/06/17 11:40 AM	ws	Re-open
	1960	E 11-12011/2/2017-100012-PUN-Part(1)	New New RTI File	05/04/17 02:52 PM	close	Re-open
	1873	E 11-12011/2/2017-100012-PUN	New RTI File	05/04/17 02:51 PM	cloes	Re-open
	1899	E 11-10011/2/2017-100012-PUN	nyfile	17/03/17 03:48 PM	closing	Re-open



D) In some case there is need to re-open the file, click on re-open following alert box will open up



This dialog box states user do not have authorization to directly open the closed file, he/she has to **first request for re-opening the file to officer**. Click **OK** button and put **remarks** in following Re-open dialog box and **SEND** it.

Send for Reopening Approval details

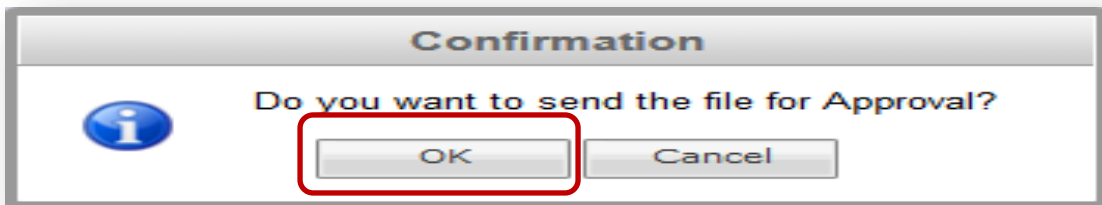
Computer No 2326 File No 11-10011/2/2017-100012-PUN

Subject dx

Section* NIC PUNJAB OFFICE

Remarks*

Click **OK** for Confirmation and file re-open request has been sent to officer.



The **re-open** request will be now visible under “**Submitting Files for Re-opening Approval**” of **Closed** section because we have sent the re-open request to officer.

**Submitted Files
→ for Reopening
Approval**

Computer No	File Number	Initiated By	Initiated On	Approved/Rejected By	Approved/Rejected On	Dealing Section	Remarks	Status	Action
E 2326	11-10011/2/2017-100012-PUN	TEST USER clk-NIC	06/06/17 12:14			100012		Pending	Cancel View Approvers

Again user can **Cancel** the request or check **View Approvers** who will approve/reject the re-open request.

E) When user send the file re-opening request to officer, this request will be shown into **officer's account** under **“Approval Requests”** section as shown below:

Officer can Approve/Reject re-open request

Approval Requests (2)	File Number	Initiated By	Initiated On	Remarks	Status	Action
11-10011/2/2017-100012-PUN	TEST USER clk-NIC	06/06/17 12:14	re-open it	Pending	Reopening Request	Approve Reject

If Officer Approve the re-open request Approval Dialog box will open up where officer has to put **remarks** and Click **OK** button.

Approval Remarks

Approval remarks

Remarks *

After pressing OK button, status will change to approved as follows:

E 2326	11-10011/2/2017-100012-PUN	TEST USER clk-NIC	06/06/17 12:14	re-open it	Approved	Reopening Request	Approve Reject
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Now User can see the status his/her file re-open request from “**Submitting Files for Re-opening Approval**” and can see the status :

Submitted Files → for Reopening Approval	E 2326	11-10011/2/2017-100012-PUN	TEST USER clk-NIC	06/06/17 12:14	PANKAJ JAIN SCIENTIST_B(PJ)- NIC-PUNJAB-EOFFICE	06/06/17 12:36	100012	re-open request approve	Approved	Reopen	View Approvers

On clicking on **Re-open link** , following Re-open dialog remarks will open up. User must fill the **remarks** and click **OK**

Reopening remarks

Reopening remarks

Remarks *

File now will be reopened again and available in User’s **File ->INBOX**

Files	Computer No	File Number	Subject	Sent By	Sent On	Due On	Read On	Remarks
→ Inbox	E 2326	11-10011/2/2017-100012-PUN	dx	TEST USER,100012	06/06/17 10:45	-	06/06/17 10:45	